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DATE: 26 MAY 2021

CONSOLIDATED QUESTION AND ANSWER DOCUMENT – 1 (BRIEFING SESSION)

BID NUMBER: (PRSA-BID/2022/2023/01)

TENDER DESCRIPTION: APPOINTMENT OF A TRAVEL MANAGEMENT SERVICE PROVIDER FOR A PERIOD OF THREE (3) YEARS FOR THE PORTS REGULATOR OF SOUTH AFRICA

1. Question: Does PRSA utilise Travel Lodge Card?

Response: During preparation of terms of reference for this bid, several committees deliberated on that issue, and it was decided that Travel Lodge Card method will not be utilised. PRSA is currently and will continue using Bill Back method.

2. Question: It was pointed out that spreadsheet (pricing schedule) provided by PRSA does not accommodate or have space to insert transactions that will be done traditionally (offline) when the system is down.

Response: PRSA responded by stating that the spreadsheet will be revised to accommodate such transactions and be published on the same platform where the bid was initially advertised (PRSA Website and e-Tender Portal).

3. Question: The bidder enquired if its compulsory to utilise the Pricing schedule provided by PRSA?

Response: Bidder/s are strongly encouraged to utilise the spreadsheet provided by PRSA in order to mitigate challenges that might be encountered during evaluation stage in terms of price comparison.

4. Question: Who is the current service provide offering these services to PRSA?

Response: The Ports Regulator of South Africa (PRSA) entered into three (3) years contract with Travel with Flair (Pty) Ltd for Travel Management Services and now the contract is coming to an end. Hence PRSA is going out to the market.

5. Question: PRSA is currently using which system for bookings.

Response: PRSA is currently using the online system owned/provided by the service provider that is being used by the PRSA. Briefly, PRSA does not own

any online system; each bidder will propose their own system that will meet PRSA requirements as detailed in the scope of work.

6. Question: The quantities on the pricing schedule spreadsheet is based on what?

Response: The quantities indicated on pricing schedule are estimated figures based on the previous year's usage. The estimate quantities were inserted for the purpose of having contract value rather than having rates.

7. Question: Some of the organisation normal put one as quantity and the bid will be awarded based on rates.

Response: On the current contract / previously bid, PRSA approached that way however auditors were not supporting bid awarded based on rates. The auditors indicated that the bid must be awarded based on estimated quantities, hence PRSA changes the approach.

REGARDS

PRSA SCM TEAM